

**FOR OFFICE USE ONLY**

**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS**

Apprentice License #

Fill box if you have a number

Apprentice ID #

This box for D.A.S. office use

**And The  
Division of Professional Licensure Board of Dispensing Opticians**

Compliance Officer Number:	
Sponsor Number:	
<b><u>APPRENTICE STATUS</u></b>	<b><u>DATE</u></b>
Date Entered:	
Completed/Certificate	
Suspended	
Cancelled	
Military Service	
Deceased	

**Please submit two separate checks for the following fees: / Passport Size Picture**

**Board of Dispensing Opticians Fee: \$18.00** (Make BANK CHECK / MONEY ORDER, no personal check(s) for this fee payable to: The Commonwealth of Massachusetts)

**Application Fee: \$40.00 / Annual Photo ID Card Fee: \$35.00 for a combined total of \$75.00** (please submit one check for these two fees). Make check payable to: The Commonwealth of Massachusetts.

**DISPENSING OPTICIANS APPRENTICE AGREEMENT**

(Name of Apprentice) \_\_\_\_\_

(Address of Apprentice) \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ (Date of Birth) \_\_\_\_\_ (Phone) \_\_\_\_\_

You must provide your social security number as part of your application. Pursuant to G.L. s62 C, s47A. The Division of Registration is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Program Sponsor (Company): \_\_\_\_\_ Name of Store Manager: \_\_\_\_\_

Address: \_\_\_\_\_ Store Phone: \_\_\_\_\_

**List Other Registered Time With Previous Employer(s)**

Company	Start Date:	End Date:	Year(s) / Months

**To be Completed by Sponsor (Company)**

TRADE: Dispensing Optician TERM OF APPRENTICESHIP: 6000 HOURS.

DATE APPRENTICESHIP BEGINS: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_

**GRADUATED SCALE OF WAGES TO BE PAID THE APPRENTICE.** (PERCENTAGES ARE BASED ON JOURNEY PERSON WAGES)

PERIODS:	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> year	Minimum Journey Person Rate as of (Date) _____ is \$ _____
5 – 1200 - 2000 hrs	(60%)	(70%)	(80%)	

High School Attended \_\_\_\_\_ Date of graduation or GED \_\_\_\_\_

(Address) \_\_\_\_\_

**The information will remain confidential and will be used for aggregate statistical data only.**

<b>TO BE COMPLETED BY APPRENTICE</b> (Please check, circle or fill in items as appropriate)			
<b><u>SEX</u></b> 1. Male _____ 2. Female _____ 3. Are you a U.S. citizen? Y _____ N _____ Other _____	<b>ETHNIC GROUP</b> 1. White _____ 2. Black _____ 3. American Ind. or Alaskan Native _____ <b>If answer is other, please give the full details on a separate sheet of paper.</b>	<b><u>VETERAN</u></b> 1. Vietnam Era Veteran _____ 2. Other Veteran _____ 3. Non Veteran _____	<b><u>DISABLED</u></b> YES _____ NO _____

The Program Sponsor and the apprentice, by affixing their signature in conformity with the terms and conditions provided herein, hereby agree to the following:

The Program Sponsor agrees to use its best efforts to employ and train the Apprentice in accordance with its officially adopted and duly registered Standards of Apprenticeship, such Standards to include a schedule of work process and provision for approximately 150 hours of related classroom instruction per year.

The Program Sponsor agrees to abide by all applicable provisions of the Massachusetts Plan for Equal Employment in Apprenticeship Training.

The Apprentice agrees to be diligent and faithful in learning the stated trade or craft including attendance of related instruction classes.

The first 1000 hours or six months of employment shall be a probationary period during which time this Agreement may be canceled by either party with notification to the other and to the Massachusetts Division of Apprentice Standards.

This agreement must be approved by and filed with the Division of Apprentice Standards and the Board of Registration of Dispensing Opticians.

The Deputy Director of Apprentice Standards may cancel the agreement subject to hearing upon application by any party.

The license optician sponsoring the apprentice is limited to sponsoring no more than two apprentices at any one time.

\_\_\_\_\_  
(Signature of Sponsoring License Optician) (PLEASE SIGN IN BLUE INK) / \_\_\_\_\_  
(Address of Sponsoring License Optician)

\_\_\_\_\_  
(Please Print Name Here) (PLEASE SIGN IN BLUE INK) / \_\_\_\_\_  
(License #) Date: \_\_\_\_\_

**Approved by the Division of Apprentice Standards By: \_\_\_\_\_ Date: \_\_\_\_\_**

Has the apprentice applicant ever been convicted of a crime or felony or pleaded nolo contendere, to indictment information or complaint of a crime or felony in any court with the exception of minor traffic violations? Y \_\_\_\_\_ N \_\_\_\_\_. If the answer is "YES" please give the full details on a separate sheet of paper.

**AFFIDAVIT BY APPRENTICE APPLICANT**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of Massachusetts, County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the person referred to in the forgoing application; that the statements herein contained are true in every respect; that he/she has never been convicted of a crime; and that he/she read and understands this affidavit.

**Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
(DAS Rep. or Notary Public) signature (DAS Rep. or Notary Public) print name

My Commission Expires: \_\_\_\_\_

**RETURN APPLICATION TO:**

**Division of Apprentice Standards - P.O. Box 146759 - 19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114**



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS  
DIVISION OF APPRENTICE TRAINING

DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LT. GOVERNOR

JOANNE F. GOLDSTEIN  
SECRETARY

HEATHER E. ROWE  
DIRECTOR

**New Policy Concerning Dispensing Opticians  
Five Year Completion of the Three Year Apprenticeship Program**

**Registered on or before May 31, 2011:** Apprentices registered on or before May 31, 2011 may adopt the five year model provided that they make a request in writing to the Division of Apprentice Standards. The request should include a written plan which includes a schedule to meet the testing requirements within five years.

**Registered after May 31, 2011:** In order to ensure that every apprentice meets the requirements of passing the ABO and the NCLE exams to become a fully licensed Dispensing Optician with the Board of Registration of Dispensing Opticians (the "Board"), the Division of Apprentice Standards will institute the following process:

**Related Training and Testing:** Apprentices can use the full dispensing optician curriculum or the test preparation for the ABO and NCLE exams. For the test preparation curriculum the equivalent of 450 hours of related classroom instruction will be approved for the successful completion of both the ABO and NCLE exams. The successful completion of each test will be considered a competency equivalent of 225 hours of related classroom training for a total of 450 hours. All test preparation courses must be taken from one provider for each exam. Apprentices participating in a full curriculum (not test prep) may take the ABO and NCLE exams in year three.

- Each Dispensing Optician apprentice will be required to pass both the ABO and NCLE before receiving a completion certificate. Apprentices participating in a full curriculum (not test prep) may take the ABO and NCLE exams in year three.
- If an apprentice in a test prep curriculum registers after May 31, 2011, and has not taken and/or not passed either the ABO or NCLE exams by the end of the second year of the apprenticeship, the apprentice, licensed mentor and sponsor representative will be required to attend a meeting with the Division of Apprentice Standards to determine the reasons for failure and provide a written schedule to the Division of Apprentice Standards demonstrating that the apprentice can successfully complete the required exams prior to the end of the five year cycle.
- The apprentice will be granted extensions in years four and five provided that the apprentice continues to take the exams each year as scheduled.

After five years if apprentices have not passed both the ABO and NCLE exams they will be terminated by the Division of Apprentice Standards without receiving a completion certificate. Low passage rates by sponsors will be subject to review by the Division of Apprentice Standards. The apprentice and/or sponsor may appeal the termination to the licensing board however the Division of Apprentice Standards will only reinstate the apprentice if the licensing board allows an extension.

- **Year One Test Prep:** 150 Hours of Related Instruction for the ABO exam as evidenced by completion of a Test Prep Course (75 hours), approved by the ABO and/or the Board (must be defined specifically as a Test Prep Course) and the attempt to take the ABO exam (75 hours). Apprentices must show evidence of registering and completing an ABO approved Test Prep course and of having attempted to take the ABO exam to the Division of Apprentice Standards to maintain their status as a registered apprentice and progress to the next step.
- **Year Two Test Prep:** 150 Hours of Related Instruction for the NCLE exam as evidenced by completion of a Test Prep Course (75 hours) approved by the NCLE and /or the Board (must be defined specifically as a Test Prep Course) and the attempt to take the NCLE exam (75 hours). Apprentices must show evidence of registering and completing an NCLE approved Test Prep course and of having attempted to take the NCLE exam to the Division of Apprentice Standards to maintain their status as a registered apprentice and progress to the next step.

The order in which the ABO or NCLE are taken can be reversed provided that at least one exam is successfully completed by the end of the second year.

- **Year Three:** Evidence of successful passage of ABO and NCLE exams. Apprentices are awarded 75 hours for the passage of the ABO exam and 75 hours for passage of the NCLE exam. If apprentices pass these exams before their third year the credit will count towards their third year of credit.
- **Year Four** (if needed): Evidence of registration of repeated attempts to pass ABO and/or NCLE.
- **Year Five** (if needed): Evidence of registration of repeated attempts to pass ABO and/or NCLE.

**Work Process:** The apprentice must also complete the dispensing optician three year work process of 6000 hours under a licensed optician which is listed below. It is the responsibility of the sponsor to ensure the following subject matter is taught to the apprentice.

#### 235 CMR 4.04: Subject Matter Requirements for All Apprenticeships

Every apprenticeship undertaken pursuant to 235 CMR 4.00 shall provide the apprentice optician with both supervised work experience and related classroom instruction in all of the following subject areas:

1. Lensometer measurement, including sphere, cylinder, axis, and prism measurement and marking of measurements;
2. Lens cutting;
3. Automatic edging of lenses;
4. Drilling and rimless mounting of plastic lenses;
5. Hand stone edging of lenses;
6. Lens hardening, including drop ball testing;
7. Use of a colmoscope;
8. Alterations of plastic frames and lens insertion;

9. Use of lens-measuring devices, including clocks, Geneva lens measures, thickness gauges and neutralization devices;
10. Use of fitting tools, including pliers, files, distometers, pupillometers and frame warmers;
11. Supervised optical fitting of eyeglasses with patients, including measurement of patients for eyeglasses, interpretation of prescriptions, selection of lens types, designing of lenses, and adjustment of eyeglasses;
12. Principles of administrative work, including inventory control, purchasing, use of statistical studies, and formula pricing;
13. Principles of office management;
14. Resolution of client complaints;
15. Use of contact lens equipment, including keratometers, slit lamps, radiosopes, cobalt light with fluorescein, and measuring gauges; and
16. Preparation and fitting of contact lenses, including keratometer measurement, corneal lens design, and lens inspection

Examples of ABO and NCLE approved curriculum providers are shown below.

National Academy of Opticianry  
Optical Training

[www.nao.org](http://www.nao.org)  
[www.opticaltraining.com](http://www.opticaltraining.com)

**Once the ABO and NCLE exams and the work process are successfully completed apprentices will receive a journeyworker certificate from the Division of Apprentice Standards which will allow them to apply to sit for the practical exam.**

- **Management Apprentices:** Apprentices wishing to participate in company management while apprenticing may work towards completing their manager status during their apprenticeship by using this new apprentice model. During this time, apprentices must demonstrate mastery of the apprentice optician work process as demonstrated by their evaluations and passage of either the ABO or NCLE exams before the end of the second year of apprenticeship or the management apprentice, licensed mentor and sponsor representative will be required to attend a meeting with Division of Apprentice Standards to determine the reasons for failure and to provide a written schedule to the Division of Apprentice Standards demonstrating that the apprentice can successfully complete the required exams prior to the end of the five year cycle.
- The additional two years of on the job training will allow the apprentice the opportunity to explore both career paths. During this time apprentices will sign a non-conflict of interest clause indicating that they will not be managing the licensed dispensing opticians whom are supervising their apprenticeship.
- **Part Time Apprentices:** Many Dispensing Optician apprentices are only able to work on a part time basis. This hybrid apprenticeship will allow these apprentices the ability to successfully complete an apprenticeship. Any apprentice working on a part time basis will be able to complete the 6000 hours necessary over a five year period. The part time apprentice must meet the same exam requirements as a full time apprentice. ie successful completion of either the ABO or NCLE exams before the end of their second year of apprenticeship.

I have read and agree to abide by the conditions established by this document for the duration of my apprenticeship.

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Print Apprentice Name

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Date

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Apprentice Signature

I have read and agree to abide by the conditions established by this document for the duration of above mentioned apprentice's training.

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Sponsor Name

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Date

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Signature

## COMPETENCY-BASED EXAM PREP CURRICULUM

YEAR	EXAM PREP COURSE	EXAM ATTEMPT	EXAM PASSED
1	75 HOURS	75 HOURS	75 HOURS (credit year 3)
2	75 HOURS	75 HOURS	75 HOURS (credit year 3)
3		75 HOURS ABO 75 HOURS NCLE (repeat attempts)	150 HOUR CREDIT
4		REPEAT ATTEMPTS	
5		REPEAT ATTEMPTS	

## FULL CURRICULUM (stores pre-approved by DPL)

YEAR	FULL CURRICULUM	EXAM ATTEMPT	EXAM PASSED
1	150 HOURS	optional	
2	150 HOURS	optional	
3	150 HOURS	ATTEMPT EXAMS	
4		REPEAT ATTEMPTS	
5		REPEAT ATTEMPTS	